

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division.

3. Dept., Division, Subdivision & Administering Office Address Office of the General Manager MARTA 100 Peachtree Street, N.W. Suite 1300 Atlanta, Georgia 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR - 3 1975 75-77 MAR 13 1975			
4. Person to Contact Juanita Spivey		5. Working Title Executive Secretary		6. Telephone No. 586-5053		
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1972 to Present		9. Exact Series Title General Manager's General Subject File				
10. What is the function of the office in which this record series is created? The office of the General Manager administers the Authority's activities in accordance with the policies established by the MARTA Board of Directors. Internally, this office coordinates intergovernmental relations; provides communications and marketing activities; ensures that equal employment opportunity requirements are met; and coordinates the legal support of the Staff Counsel.						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: All areas of responsibility and interest of the General Manager. Included are: Correspondence, memos, directives, speeches, reports, publications, and supportive papers. File is arranged: Alphabetically by subject, by year.						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied Letter-size File Drawers		No. of Drawers 4	Cu. Ft. of Records 2	Annual Rate of Accumulation 2		
Legal-size File Drawers		4	2	Floor Space Occupied (Square Feet) 14		
AVERAGE DAILY REFERENCES		2	0	0	0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☒ ☐ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☒ ☐ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept Perm. years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ POSSIBLE HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ Other

- ☒ Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☒ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved	Department Records Management Officer.	Date	Approved	Legal Counsel	Date
	<i>Janita Spivey</i>	2-26-75		<i>J. S. Scott</i>	2/28/75
Approved	Division Head / Designee	Date	Approved	Division of Audit	Date
	<i>Janita Spivey</i>	2-26-75		<i>William V. Carvill</i>	2/28/75
Approved	Department Head / Designee	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Robert C. Deane</i>	2/26/75			
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
	<i>Douglas M. Hearn</i>	2/27/75		<i>Carroll Hart</i>	3-13-75